

# American Express Enhanced Reporting Tool Request

Date of Request \_\_\_\_\_

Agency \_\_\_\_\_ Agency #: \_\_\_\_\_

From: \_\_\_\_\_ To: Valerie J. Smith, DOA

Title: \_\_\_\_\_ Purchase Card Project Analyst  
(Agency Head or Designee)

Access to the Enhanced Reporting tool is hereby requested for the following employee of this agency/institution

**(Please print or type all information as requested below).**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Please provide all of the following account numbers for which you need access:

SPCC ICA (Remit) Number: \_\_\_\_\_  
(Can be found on the agency monthly bill)

SPCC Basic Control Account Number: \_\_\_\_\_  
(Can be obtained from your SPCC Program Administrator)  
(If more than 1 BCA access is needed, please note them below)

GOLD ICA (Remit) Number: \_\_\_\_\_  
(Can be found on the agency monthly bill)

Travel Card BCA Number: \_\_\_\_\_  
(Can be obtained from your agency's Travel Card Program Administrator)

AMEX@Work User Id: \_\_\_\_\_

***If the applicant does not have one, complete page 2***

I hereby certify that the employee above requires access to American Express' Enhanced Reporting Tool which will provide detail transaction and cardholder data. This data will be provided based on the user's current access for your agency's charge card programs (SPCC and/or Travel).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Please fax completed form to:**

**Valerie Smith  
Charge Card Project Analyst  
Department of Accounts  
804-225-3499**

**Registration to obtain a User ID for  
AMEX@Work Enhanced Reporting**

***Please provide this additional information to obtain a User Id:***

Office mailing Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Month and Date of Birth: \_\_\_\_\_

Secret Phrase for password (will be case sensitive): \_\_\_\_\_

**Please fax completed form to:**

**Valerie Smith  
Charge Card Project Analyst  
Department of Accounts  
804-225-3499**